

**California Army National Guard
Army Division, G1
P.O. Box 269101
Sacramento, California 95826-9101**

PERSONNEL POLICY BULLETIN – ELECTRONIC EDITION

Bulletin Number 10-08

Expiration Date: Indefinite

CAAD-G1-YRRP

1 August 2010

Yellow Ribbon Reintegration Program Soldier Travel Policy

1. This personnel policy bulletin will go into effect immediately and will remain in effect until rescinded or superseded.

2. References:

a. California Army National Guard, “Yellow Ribbon Reintegration Program,” Circular 608-1 Dated 1 July 2010.

b. Directive Type Memorandum (DTM) 08-029, “Implementation of the Yellow Ribbon Reintegration Program.

c. National Guard Bureau memorandum, “Acceptance of Volunteer Services in Support of the National Guard Family Program” (J1-06-022).

d. “Army National Guard Yellow Ribbon Budget and Planning Guidance” Version 1.1. Dated 9 Sept 08.

e. National Guard Bureau memorandum, “National Guard Bureau Policy and Implementation Guidance for the Department of Defense Yellow Ribbon Reintegration Program.” Undated.

3. Soldier Travel Eligibility:

a. Soldiers required to participate in Yellow Ribbon Events and who reside 50 miles or greater from home of record zip code to the event location is eligible for Travel Orders funded by the Yellow Ribbon Reintegration Program.

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SUBJECT: Yellow Ribbon Reintegration Program Soldier Travel Order Policy effective
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b. Travel distance is based from home of record zip code to the event location zip code. Qualifications for Travel Orders by personally owned vehicle (POV) are as follows:

(1) 0-49 miles = no orders authorized.

(2) 50-249 miles one way qualifies for 2 day orders, 1 night lodging accommodations.

(3) Greater than approximately 250 miles one-way qualifies for 3 day orders, 2 night lodging accommodations.

c. Flights are determined on a case-by-case basis. Soldiers traveling greater than 300 miles one-way may request air travel. Both travel by air and travel by POV will be evaluated and the method selected will be the one most cost effective to the government. Three day/two night orders are available for Soldiers traveling by air.

d. Soldier Travel Orders are only available during Yellow Ribbon Events where Family members are invited to attend. Yellow Ribbon Events 5, 6, 7 are the only events that are authorized Soldier Travel.

4. Reimbursable/Non-Reimbursable Expenses:

a. Reimbursable Expenses include, but are not limited to: lodging, mileage, and meals.

(1) Lodging is limited to the government rate for the event location. Soldiers will list the lodging base rate in block 15e and hotel tax separately in block 18a-d on DA Form 1351-2. Only one night of lodging for two day travel orders, two nights lodging for three day travel orders. Hotel receipts must be in the name of the Soldier requesting reimbursement and must reflect a \$0 balance. Internet print outs are not valid hotel receipts and will not be accepted.

(2) Mileage is calculated based on the home of record zip code to the event location zip code. The expectation is that Soldiers and Family members on Invitational Travel Orders (ITOs) should travel together. Individuals who live within 50 miles (one way) from the training location are not eligible for Soldier Travel Orders or ITOs. Fuel receipts are not required for mileage reimbursement.

(3) Meals are reimbursed at the government per diem rate based on the event location. Yellow Ribbon events which provide meals will be deducted as a reimbursable expense. Food receipts are not necessary for claiming meal reimbursement.

b. Non-Reimbursable Expenses include but are not limited to: hotel parking, laundry, tips, pet boarding, haircuts, internet services, movies, long distant phone calls, and any additional lodging incidentals incurred.

5. All air travel must be preapproved by the Yellow Ribbon Staff. Soldiers living over 300 miles from the event location may travel by air. Soldiers are responsible for coordinating their travel thru Carlson Wagonlit (800-350-4219). Soldiers should not coordinate and purchase their own travel through a commercial vendor. In the event a Soldier purchases his/her own ticket they may claim it on their DA 1351-2 and reimbursement will be determined by USPFO. Flights outside the continental U.S. (OCONUS) are not authorized. If air travel is authorized and the Soldier decides to travel by POV he/she will only be reimbursed the constructive cost of a commercial ticket.

6. Soldiers must register on the National Guard Bureau's Joint Services Support website. Registration website is: <http://www.calguard.ca.gov/g1/YRRP/Pages/Registration.aspx>. Soldiers should ensure Family members are properly registered as well. On-site registration is not authorized for Soldier Travel.

7. Unit Yellow Ribbon Military Point of Contact is responsible for submitting a request for travel orders through the Automated Fund Control Order System (AFCOS) for Soldier Travel. The Yellow Ribbon Staff is responsible for approving travel orders thru the system. If it is determined that a Soldier does not qualify for a Travel Order, a Yellow Ribbon Representative will contact the unit military point of contact. Travel Vouchers should be filed within 5-days of the event.

8. Point of contact for this policy is MAJ Marlena DeCelle at (916) 854-3243 or marlena.decelle@us.army.mil.



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